

Release 1 Employee Id Process

This Job Aid addresses the Employee ID assignment process that will be utilized between Release 1 and Release 2 of Cardinal HCM.

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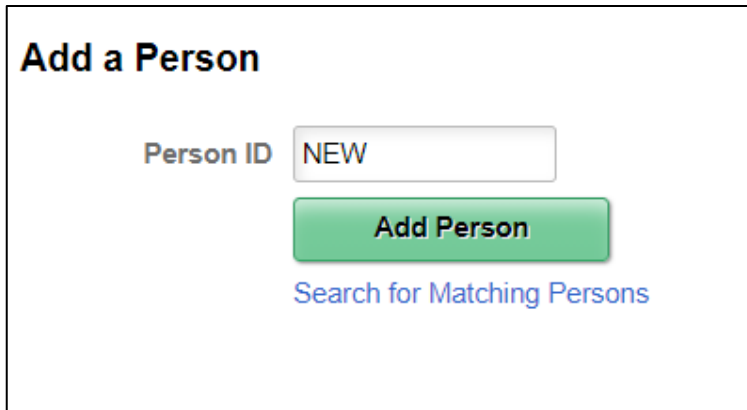
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Release 1 Employee ID Process**Validate that the New Hire is Not in Cardinal HCM**

1. Navigate to the **Search Match** page using the following path:

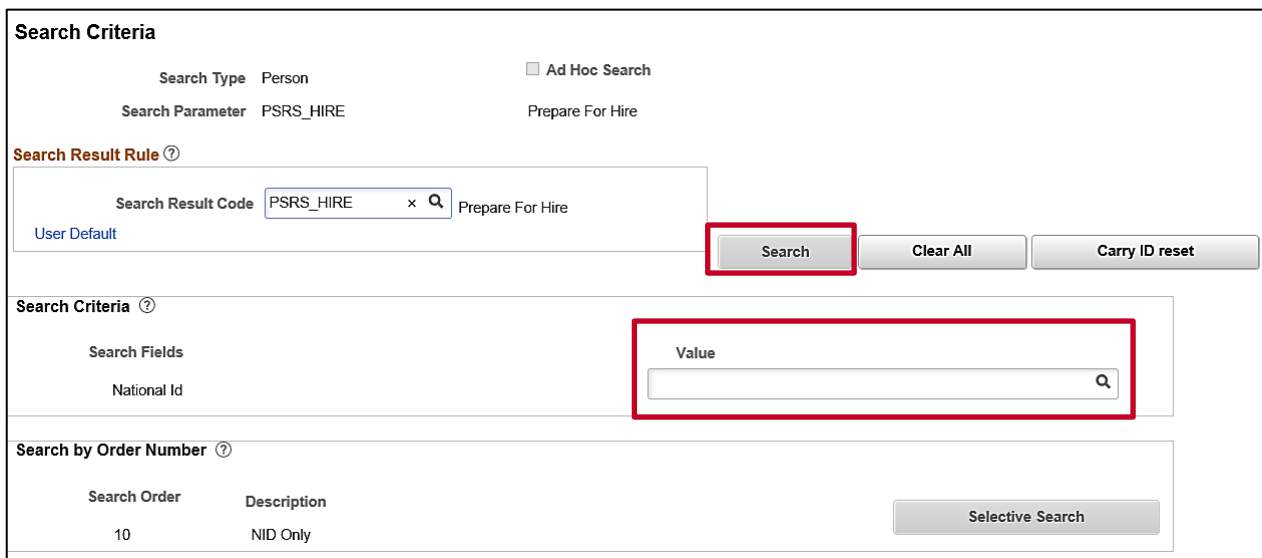
Navigator > Workforce Administration > Personal Information > Add a Person

The **Add a Person** page displays.



2. Click the **Search for Matching Persons** link.

The **Search Criteria** page displays.



3. Enter the employee's SSN into the **Value** field.
4. Press the **Tab** key on the keyboard to enable the **Search** button.
Note: The SSN is reformatted automatically (dashes removed if entered).
5. Click the **Search** button.



The **Search Results** page displays.

6. Click the **Person Organizational Summary** link.

Person Organizational Summary

Employment Instances

1 of 1

View All

ORG Instance 0

Last Hire 06/10/2020

Termination Date 06/10/2020

HR Status Inactive

Payroll Status Terminated

Assignments

1-1 of 1

Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Job Code	Grade	Benefits Status
0	Inactive	Terminated	06/11/2020	71800	06/10/2020	Classified Salary	06/10/2020	91512	6	Active

Return to Search

Notify

- Note:** If there was no matching value, continue with the following steps to get an Employee ID.

8. Access PMIS and request an Employee ID number.

Note: If your agency or locality does not have access to PMIS, contact the Office of Health Benefits to obtain an Employee ID number.

9. Enter the new hire information on the PSE300 screen within PMIS.

10. After saving the new hire, make note or take a screenshot of the Employee ID assigned by PMIS.

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Note: This will generate the new Employee ID number. This process of assigning the new employee ID number is to be used only for the time period between Release 1 go live and Release 2 go live.

11. DHRM will process an overnight batch of new hires (Employee IDs will be generated) that will update Cardinal with the Employee ID and Social Security Number ONLY.

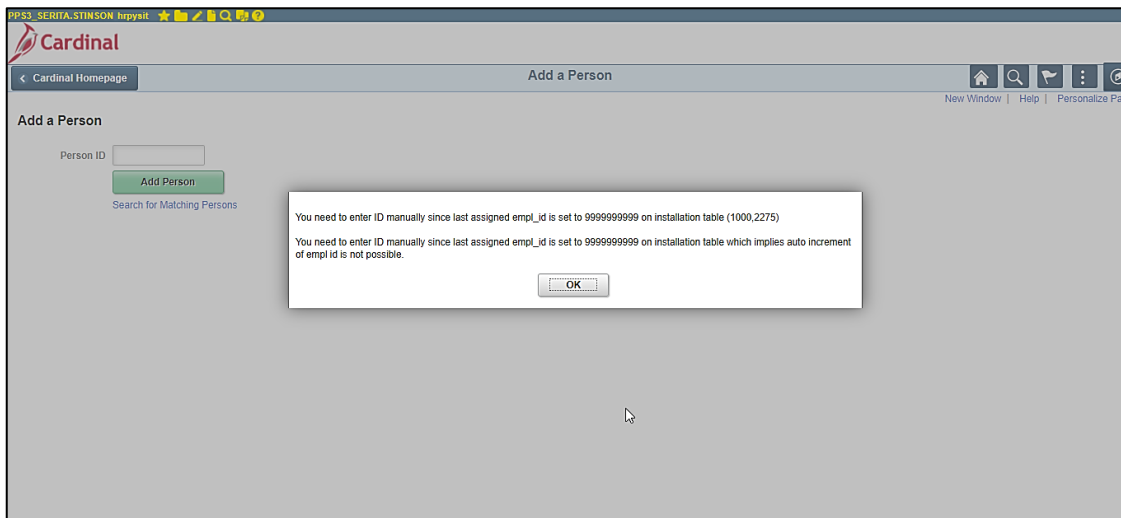
Note: As this is an overnight batch process, wait until the following morning and then proceed with the following steps.

Note: For interfacing agencies, the PMIS number should be used in the interface file HR003 to process the new hire.

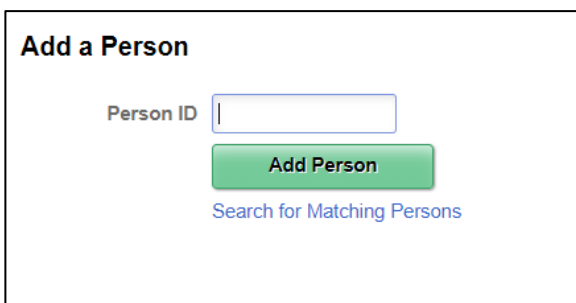
12. Navigate to the **Add a Person Page** using the following navigation:

Navigator > Workforce Administration > Personal Information > Add a Person

The **Add a Person** page displays with a message displayed in a pop-up window.



13. Click the **Ok** button to close the message.



14. In the **Person ID** field enter the newly generated PMIS employee ID number (interfaced during the night to Cardinal as a result of the DHRM batch job).
15. Click the **Add Person** button.

Note: To complete the new hire, refer to the **HR351** or **HR352 New Hire Job Aid** or **Inter Transfer Job Aid**.